



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	5	Provider Registration And Operation Procedures	
Section	4	Issuance of a Certificate of Registration (N.J.A.C. 10:126-5.4)	

§10:126-5.4 Issuance of a Certificate of Registration

(a) If the sponsoring organization determines that the provider or applicant is in full compliance with all applicable requirements of the Manual of Requirements, the sponsoring organization shall issue a regular Certificate of Registration. The sponsoring organization's determination shall include a visit to the provider's or applicant's home when one or more enrolled children are present.

(b) Each registration period shall be three years, and may include the issuance of a regular Certificate of Registration, or one or more temporary Certificates of Registration and a regular Certificate of Registration.

(c) The Certificate of Registration shall be posted in a prominent location within the family child care home during the hours enrolled children are in the home.

(d) The Certificate of Registration shall be issued to a specific provider at a specific location and shall not be transferable.

(e) If it is necessary to change any information noted on the application, other than a change of residence, after the Certificate of Registration has been issued, the provider shall advise the sponsoring organization in writing no later than 15 calendar days after the change.

(f) If the provider changes residence:

1. The provider shall notify the sponsoring organization in advance, or by no later than the beginning of the sponsoring organization's next working day, as specified in N.J.A.C. 10:126-5.10(b)5;
2. The Certificate of Registration at the previous residence shall be void;
3. The provider shall submit a new application for registration to the sponsoring organization;

4. The provider shall permit and participate in an evaluation of the new residence; and

5. A new Certificate of Registration shall be issued by the sponsoring organization if the new residence meets all applicable requirements of the Manual of Requirements.

(g) The provider shall permit and participate in all monitoring inspections by the sponsoring organization and by the Office of Licensing. Monitoring inspections shall be conducted at least once every two years.

(h) The provider shall not claim in advertising or in any written or verbal announcement to be registered with the Department of Children and Families or the State of New Jersey unless a Certificate of Registration is currently in effect.

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